

# CRUDWELL PARISH COUNCIL

Tuesday 5<sup>th</sup> July 2016 Crudwell Village Hall At 7.00 p.m.

**Present: Cllr T Fraser, Cllr R Wilson, Cllr J Stanford, L Dent (Clerk)**

1. **Public Participation** - None

2. **Election of a Chairman**

Councillor J Stanford was elected as Chairman of the meeting, proposed by TF and seconded by RW.

3. **Apologies for Absence – Councillor P Gilchrist, Councillor C Berry.**

Apologies were accepted by the Council.

3. **Declaration of Interest** – In accordance with S31 of the Localism Act 2011 and the Parish Councils Code of Conduct – Malthouse Cottage adjoins Cllr Stanford's property.

4. **Minutes from previous meeting 7<sup>th</sup> June 2016**

The Minutes from the previous meeting held on Tuesday 7<sup>th</sup> June 2016 were approved by the Chairman and Councillors as a true record and was signed.

**4.1 Motion to amend something previously adopted**

Minutes of May 2016. All Councillors present were in agreement that the following revision should be made to the approved Minutes.

## Revision to Minutes of May 2016 Parish Council meeting.

### **Entry for revision**

#### **10.3 Emergency Plan**

Ashton Keynes emergency plan had been circulated and it was agreed this was a good starting point for the creation of a Crudwell emergency plan. Cllr Fraser advised A Smith (Village Hall Committee) had volunteered the use of the Village Hall as a 'base' which can be detailed in the plan. In due course as the plan evolves, it would include recruitment of Community Emergency Volunteers (CEV's) but in the first instance it was agreed Councillors and Clerk would be the initial team.

***Cllr Fraser to progress and Cllr Wilson will obtain and list of local contacts and equipment available***

***The above entry is revised as follows: -***

#### **10.3 Emergency Plan**

Ashton Keynes emergency plan had been circulated and it was agreed this was a good starting point for the creation of a Crudwell emergency plan. An emergency plan location base was discussed.

Crudwell Parish Council has not formally approached the Crudwell Village Hall Management Committee to request use of the Village Hall in an Emergency Plan scenario nor has the Village Hall Management Committee offered use of the Village Hall for these purposes although the Village Hall Management Committee has, via Mrs A Smith, discussed this in principle.

At this point in the meeting, both parties agreed that the Village Hall is the obvious venue to be used in the event of a Village emergency.

***Cllr Fraser to progress and Cllr Wilson will obtain and list of local contacts and equipment available***

## **5. Correspondence Received**

09.06.16	M Perrin – Resident request for poly tunnel on allotment
09.06.16	ICUK (Web hosting) change of address
11.06.16	S Pollard – Internal Audit Report
13.06.16	G Dunkley – Request for papers from Area Neighbourhood Watch meeting
13.06.16	A Smith – decision on Village Hall financial assistance and Minutes
15.06.16	Village Hall Management Committee – Financial assistance
15.06.16	Village Hall Management Committee – Request revision of Minutes

15.06.16 Parish newsletter Wilts Council  
 15.06.16 WALC newsletter  
 15.06.16 Denise Grench, Wilts Council – req for contact Parish Steward Scheme  
 20.06.16 Planning Wilts Council – approvals and refusals  
 20.06.16 Z Browning – allotments confirmation of poly tunnel subj to size etc  
 22.06.16 Headteacher Crudwell School – financial assistance  
 23.06.16 Cotswold District Council – Submission of draft Local Plan for public consultation  
 23.06.16 Preschool – parents who will assist for play equipment replacement  
 23.06.16 M Perrin – Swillbrook requiring attention  
 23.06.16 A Smith – What's On Crudwell offer of Parish Council space £6 for 6 months  
 26.06.16 Planning Wilts Council – approvals and refusals  
 27.06.16 Cots District Council – draft local plan  
 28.06.16 M Perrin – Swillbrook requiring attention  
 29.06.16 J Farr Grant Thornton – Annual Return received  
 29.06.16 A Smith resident – apple tree requires attention  
 30.06.16 R Williams Wilts Council – offer of free sports event for children  
 30.06.16 Headteacher Crudwell School – financial assistance  
 01.07.16 S Mellowes Crudwell School - names for Citizen Awards

## 6. Finance

6.1 Bank account Business instant at 09.06.16 £ 52,895.25  
 Treasurers account at 24.06.16 £ 2,199.13

## 6.2 Income –

Name	For	Date	Amount
Lloyds Bank	Interest	09.06.16	£2.25

## 6.3 Accounts for Payment & Chqs for signature

	For	Amount	Chq No
Auditing Solutions Ltd	Internal Audit fee	£186.00	001161
Mrs A Smith What's On	Parish information 6 months in Crudwell Newsletter	£6.00	001160
Clerk	Salary and expenses June 2016	£375.94	001162
	<b>Total</b>	<b>£567.94</b>	

It was proposed that the above invoices are to be paid, proposed by TF and seconded by JS and all Councillors present in favour.

6.4 Certificates for school – Clerk has produced certificates and obtained £10 book tokens for 7 x classes (years 1 to 6 plus early years) and will include £30 donation to Crudwell School to total budget of £100.

6.5 School – financial assistance for pupil. Cllr Gilchrist was to see the Headteacher regarding this issue, it was reiterated that the Parish Council would be unable to contribute financially to assist. **Clerk to advise.**

6.6 Village Hall renovations – Councillors reviewed the financial breakdown of proposed costs and expected funding/reserves alongside the information provided by the Village Hall Management Committee. It was agreed that the Parish Council could not commit the requested level of financial assistance without information previously requested: -

Specification of the proposed works

Details of the proposed builders/s and preferably X3 quotations and/or tender information

Surveys, architects plans and details of the proposed architect

Clarification and specification of the kitchen (to commercial kitchen standard?)

Who will be project managing the works?

Are there any proposals for energy saving improvements?

6.7 It has been confirmed the Annual return has been received by Grant Thornton

6.8 Internal audit report received– the Council expressed they were pleased with the advice, format and presentation of the report and the Parish Council reviewed and accepted the findings.

6.9 Internal audit report – review recommended actions.

**Clerk to forward to Councillors**

- NALC model standing orders, in order to review the current standing order
- NALC model financial regulations, in order to review the current financial regulations
- Correspondence from internal auditor re financial limit for formal tender, in order to set a practicable and reasonable financial limit and record in standing orders and financial regulations.
- Transparency code correspondence from internal to ensure the Council meets requirements.

- Ear marked reserves to be used to set aside funds. Councillors agreed to set the following reserves for this year: -  
Replacement of play equipment £44,000                      Clerks gratuity £120                      Election costs £1000

6.10 Internet banking log in – Clerk access, to be progressed at a later meeting.

6.11 Landscape Group – Clerk advised that no invoices have been received in recent months and that no attendance record sheets are being received and will contact the company.

**Clerk to progress**

6.12 Draft Quarterly Financial Statement April to June 2016 was presented by Clerk in the form of a spreadsheet and was reviewed and accepted by councillors.

## **7. Planning applications received**

**Application Number:** 16/05333/LBC

**Site Location:** Crudwell Church Of England Primary School Crudwell Malmesbury Wiltshire SN16 9ER

Crudwell Church Of England Primary School Crudwell Malmesbury Wiltshire SN16 9ER

**Proposal:** Replacement and Upsizing of Existing Guttering for the Discharge of Rain Water to Address Flooding issues in the Village of Crudwell                      **Comments by: 07/07/2016                      NO COMMENT**

**Application Number:** 16/02800/FUL    **Site Location:** Ravenscourt The Street Crudwell Malmesbury Wilts SN16 9ER

**Applicant:** Mrs H Whelan    **Grid Ref:** 395323 192671

Ravenscroft The Street Crudwell Malmesbury Wiltshire SN16 9ER

**Proposal:** Increase in Height of Existing Boundary Wall, Relocation of Greenhouse & Creation of New Wall .

**Comments by: 20/07/2016                      Councillors queried the need to increase the boundary wall height in a conservation area.**

**Application Number:** 16/05489/FUL    **Site Location:** Ravenscourt Crudwell Malmesbury Wiltshire SN16 9ER

**Applicant:** Mrs Helen Wheelan    **Grid Ref:** 395323 192671

**Proposal:** Replacement of Post and Rail Fence with Featherboard Fence on Southern Boundary

**Comments by: 20/07/2016                      NO COMMENT**

**Application Number:** 16/05233/FUL

**Site Location:** Thyme Office Thyme Cottage Tetbury Lane Crudwell Malmesbury Wiltshire SN16 9HB

FAO Mrs Lisa West Offices Thyme Cottage Tetbury Lane Crudwell Malmesbury Wiltshire SN16 9HB

**Proposal:** Change of use from residential (C3) to financial and professional services (A2)

**comments by: 19/07/2016                      NO COMMENT (refer box 3 proposal dates – retrospective application?)**

**Application Number:** 16/05902/TCA

**Site Location:** 1 Swan Close The Street Crudwell Malmesbury Wiltshire SN16 9DE

**Applicant:** Mr Ben Neenan    **Grid Ref:** 395093 192394

1 Swan Close The Street Crudwell Malmesbury Wiltshire SN16 9DE

**Proposal:** 3 Metre Height Reduction to Multi-stem Western Red Cedar

**Comments by: 18/07/2016                      SUPPORT**

**Application Number:** 16/05902/TCA

**Applicant:** Mrs S Boulton

**Site Location:** 3 Swan Close, The Street, Crudwell, SN16 9DE

**Proposal:** Erection of a timber frames garden room

**Comments by: 26/07/2016** Bricks and timber cladding is inappropriate use of materials and therefore opposing the choice of materials

**Rapid Racking/Kemble - revised application 16/00320/FUL – original comments stand.**

## 7.2 Applications determined

**Application Number:** 16/03930/FUL **Site Location:** 1The Firs Kemble Wiltshire GL7 6AZ

**Grid Ref:** 396379 195774 **Proposal:** Proposed New Dwelling **Case Officer:** Alex Smith **Direct Line:** 01249 706672

**Registration Date:** 04/05/2016 **Decision:** Refuse **Decision Date:** 15/06/2016

## 8. Reports on Continuing Activity

8.1 Emergency Plan – no progress, to be continued.

10.1 Swillbrook was cleared and tidied 25<sup>th</sup> June 2016 by volunteers. Cllr Stanford has contacted Wilts Council re the removal of green waste and will pursue. **Cllr Stanford**

Cllr Fraser advised he had been reported by a resident walking in Swillbrook to selectively applying glycosulphate weed killer to weeds on the bank and this had led to correspondence with this resident regarding the use of this chemical.

Further information to be sought on the suitability of this product.

**Cllr Fraser**

10.2 Community Speedwatch

**Clerk to pursue**

## 9. Items for decision

9.1 Highways Parish Steward liaison contact. Cllr Wilson agreed to be Parish Steward contact.

**Clerk to advise Highways Dept.**

9.2 Councillor responsibilities. It was agreed that as there are 5 serving councillors, joint responsibility for all issues should be stated, for the transparency code.

9.3 Zorn Football, free play session offered Thurs, 18<sup>th</sup> Aug 1 – 2 p.m. age 1 – 17 years and will require use of Village Hall (to plug in equipment). **Clerk to contact Village Hall to see if this is possible during the refurbishment works.**

9.4 Apple tree – request for attention from resident. Councillors agreed that the issue of shrubs/fallen apples from the Apple tree at the left hand corner of Brookside and Tuners Lane by the pavement, (encroaching on the pavement) should be reported to Highways Department for attention from the Parish Steward Scheme. **Cllr Wilson**

9.5 Planting of Barberry bushes within the Crudwell area to encourage moth colony.

**Clerk to request if there is a specific area the project manager has in mind for planting.**

## 10. Questions and issues

10.1 Village newsletter – confirmation of £6 for 6 months for Parish Council to feature. Councillors agreed content should reflect interesting points from Minutes and also vacancies for councillors on Parish Council.

10.3 Play equipment replacement of 'Boat' – site visit. Councillors Fraser had recently met with a representative.

10.4 Play equipment replacement of 'Boat' – parents contacts received.

**Clerk to forward Cllr Fraser.**

## Crudwell Trust

Councillor Fraser gave a status report on the Crudwell Trust and Councillors present were in agreement that, in their opinion, the status quo of the Trust to remain as it is.

## 11. Items for Next Agenda

**Crudwell School staffroom to be requested as a venue for the next PCM in August as the Village Hall cannot accommodate.**

**Rialtas accounts system – to be reviewed monthly until Jan 17 when a decision is to be made whether to retain the system. Clerk to forward log on info and operation manual etc. to Councillors for purposes of financial risk assessment.**

*Handwritten signature and date: 2/8/2016*